

County Court # 4

E-Courtroom Quick Reference Guide

Control Panel

- Display On - turns TVs on and off.
- PC - selects e-court PC or Atty Laptop input.
- Doc Camera - selects doc cam.
- DVD/VCR- Selects DVD\VHS player.
- Playback buttons (bottom row) - controls DVD\VCR videos and menu navigation.
- Volume Knob - Controls program volume (not mics).



Document Camera

- Turn on Power, located on right side.
- Choose Doc Camera button on Control Panel.
- Contains Freeze, Auto-Focus, and Zoom features.



DVD/VCR

- The DVD/VCR is located under the PC in the cabinet in front of the bench.
- Turn power on, then select DVD/VCR button on Control Panel.
- Should only be used for VHS tapes because PC does better job of playing burned disks.

Lectern PC

- The E-Court PC is located in the cabinet in front left of the bench.
- Make sure the PC is powered on, then press PC button on Control Panel.
- Use the lectern PC for playing evidence on disks (DVD or other media file).
- To plug in a flash drive, use one of the 2-4 USB slots on the front of the PC.
- PC has Microsoft Windows and MS Office products, VLC, The Record Player, Insight, and PDF Reader.



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Laptop PC

- Set your laptop resolution to 1024 x 768.
- This resolution is supported by all the courtroom displays.
- Connect the VGA cable and 3.5 mm audio jack to your laptop.
- After plugging in cables, select PC on the Control Panel then press **SCROLL LOCK, SCROLL LOCK, ENTER** or **SCROLL, SCROLL, ENTER** on the wireless Courtroom keyboard to swap to the laptop display.
- Make sure your laptop display is set to duplicate or
- Extend and press the proper key combo (Function + F8 or F5 on most laptops) to send the display out.
- If you have a Mac, you can connect if you have an adapter VGA adapter. Press Command F1 to send video out.



Assisted Listening/Interpreter Equipment

- Each court has a set of assisted listening/interpreter equipment, check with court staff if needed.
- Turn the interpreter microphone body pack on, switch is on top.
- To hear the interpreter mic through included headset, turn on headset, be sure the headset is on channel B (button pressed in)
- To use the headset as an assisted listening device, simply put it on channel A (button out).



If you need assistance please contact Courts-Help@co.travis.tx.us or Call 854-8324